



Malone College Development Center and **MaloneCareerConnections (MC²)**
Student Records Disclosure, User Agreement and Disclaimer

Privacy and Authorization: Based on the Family Educational Rights and Privacy Act of 1974, "Any disclosure of student information outside of the educational institution shall be with the prior consent of the student unless health and safety considerations necessitate the dissemination of such information." Your registration and Electronic Authorization Form for career assistance or internship/cooperative education/job posting services constitutes your consent and verifies that all the information given in the **MaloneCareerConnections (MC²)** system is true and accurate. Your authorization provides the Malone College Career Development Center staff permission to allow approved employers in the system to access your resume for employment purposes only. This system does not constitute consent for release of any other material confidential to you e.g. transcripts, gender and/or race. This system is for registration, resume posting, job fair/career related event information and job listings only and cannot serve as a job application tool.

The Career Development Center at Malone College in its provision of services to students, alumni, and off-campus employers makes no representations or guarantees regarding the opportunities listed on its web site and is not responsible for the wages, safety, working conditions or other aspects of off campus employment. It is the responsibility of the students and alumni to take the necessary precautions when interviewing for and accepting part-time, full-time and/or internship positions. In addition, the Career Development Center is not responsible for the content made available through the web links to other web sites. The opinions and views associated with the web sites are not necessarily those of the Career Development Center. Please forward any concerns regarding links and/or broken links to careerdevelopment@malone.edu.

Principles and Ethics: The staff of the Malone College Career Development Center adheres to all the ethical mandates and guidelines of its professional code of practice. The Malone College Career Development Center is administered in such a way as to discharge its belief in the provision and availability of equal academic and employment opportunity practices and employment services to all those seeking such services regardless of race, color, religion, national origin, sex, age, disability veteran status as defined and required by law. Furthermore, in good faith, the Career Development Center works only with those employers who also follow equal opportunity practices or employment and therefore cannot assume responsibility for individual placement or employment. The Career Development Center reserves the right in accordance with the mission, purpose, policies and procedures of Malone College to not approve employers to the system whose' advertising, business purpose and/or practices are not aligned with our Christian standards. In addition, the Career Development Center abides by the principles set forth by the National Association of Colleges and Employers (NACE). Malone College and the Career Development Center assume no responsibility for the registration and use of the **MaloneCareerConnections (MC²)** system.

System Utilization: By uploading your resume and utilizing this system, you are giving permission for Career Development Staff to allow your resume and the academic record information it may contain, as well as your contact information, to be accessed by approved prospective employers for the purpose of obtaining internships, cooperative education positions, or full-time positions.

If you would like to register with the **MaloneCareerConnections (MC²)** system now, but do not wish to have your resume available for employers to view, complete the registration, Profile and Job Agent screens. When you complete your registration information, be sure to select "No" when asked if you would like your resume to be released to employers. Also, do *not* upload your resume into the system where employers are able to view resumes.

Disclaimer: Although the Career Development staff attempts to keep all information in the web pages accurate and up to date, the accuracy and timeliness of the information provided cannot be guaranteed. Each user is responsible for the integrity and accuracy of their own information. The Career Development staff provides all information "as is" and makes no representations or warranties of any kind regarding the information. The Career Development Center disclaims all liability of any kind whatsoever arising out of your use of the information, or inability to use the information's contracted web servers and the information contained on them.

Submitted Materials: All parties submitting materials to the Career Development Center contracted web servers represent and warrant that the submission, installation, copying, distribution, and use of such materials in connection with the web servers will not violate any other party's propriety or civil rights. The submitter understands and agrees that the Malone College Career Development Center is not responsible for any errors created in or damage to materials as a result of the installation or maintenance on Malone College machines, or by anyone accessing the Malone College Career Development contracted web servers. All material submitted for distribution must be in accordance with existing Malone College and the Career Development Center regulations and policies.

The Career Development Center's web pages and www.malonecareerconnections.com are designed to support the mission of Malone College and the Career Development Center as well as to provide links to specific external sites. The use of this system for any other purpose other than that for which it was designed is unauthorized and prohibited.

If you have any questions regarding this Student Records Disclosure Agreement and Disclaimer, please call the Career Development Center at 330.471.8322.